



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
**ANNOUNCEMENT NO. 54306**

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**POSITION TITLE:** PRINCIPAL APPELLATE COURT ATTORNEY

**JG: 31**

**LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
ROCHESTER, NY

**BASE SALARY:** \$122,603

**CLASSIFICATION:** Non-Competitive/Confidential

**QUALIFICATIONS:** Admission to the New York State Bar and three (3) years of service in the Senior Appellate Court Attorney title; or equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues for the court and perform other related duties.

**ASSIGNMENT:** This position is in the civil motion area of the Appellate Division's Clerk's Office. It involves processing civil motions, preparing reports for the court concerning civil motions, preparing orders regarding civil motions, answering correspondence, and providing procedural information to callers concerning civil motions. A thorough knowledge of civil law, both substantive and procedural, is required. Excellent legal research and writing ability is necessary.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting the Human Resources Office of the Appellate Division, 4<sup>th</sup> Department at (585) 530-3104 prior to the interview. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and cover letter with a resume by email to [cbaldino@nycourts.gov](mailto:cbaldino@nycourts.gov) or by mail to:

Coleen M. Baldino, Human Resources  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200  
Rochester, NY 14604

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** March 14, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 11, 2023

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